



Paul J. Gains
Mahoning County Prosecuting Attorney

For Immediate Release.

The Mahoning County Prosecuting Attorney is seeking a full-time paralegal/legal secretary to work in the civil division.

Requirements for the position include: high school diploma or GED must be supplemented by vocational training or coursework in business, paralegal, or law enforcement or a related field; excellent research and writing abilities, good communication and interpersonal skills, strong sense of professional behavior, strong work ethic, and impeccable integrity. Individuals must also be able to pass a criminal background check through the Ohio Bureau of Criminal Investigation & Identification and the Federal Bureau of Investigation.

Duties and responsibilities for the position include, but are not limited to: prepare and maintain legal files (both paper & electronic); organize and file documents; prepare, type, enter, proofread and process legal and administrative correspondence and documents; communicate with witnesses, opposing counsel, courts, law enforcement agencies, and the general public; receive and screen visitors and telephone calls; input, retrieve, update and delete information using computerized database; verify information for accuracy and completeness; assist with projects for supervisor, assistant prosecuting attorneys, which include the creation of spreadsheets, memos, and/or power point presentations; assist assistant prosecuting attorneys in trial preparation; and perform all other duties assigned, delegated or required of a paralegal.

Applicant must be proficient in computer and word processing skills that include, but are not limited to: Microsoft Office (Word, Excel, Power Point, Publisher), and Adobe Acrobat. Prior experience with MatrixProsecutor and Westlaw is preferred, but not required.

Compensation will be commensurate with experience. Full-time employees are eligible for a comprehensive benefits package including medical insurance, benefit leave and paid holidays, and retirement benefits through the Ohio Public Employees Retirement System.

Please send by mail or email: (1) Mahoning County Employment Application (download at <https://www.mahoningcountyoh.gov/DocumentCenter/View/21523/County-Employment-Application?bidId=>); (2) Resume; and (3) Cover Letter stating your ability to address the responsibilities of the position to: Mahoning County Prosecuting Attorney, 21 W. Boardman Street, 6th Floor, Youngstown, OH 44503, or via email at prosecutor@mahoningcountyoh.gov. Resumes will be accepted until the position is filled.

The Mahoning County Prosecuting Attorney's Office is an Equal Opportunity Employer.